

# **Doing Business with Federal Agencies 101 – The Basics**

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# How to do Business with NAVFAC



## **1. What NAVFAC Buys**

- a. Construction Services**
- b. Environmental Services**
- c. Architectural / Engineering Services**
- d. Facility Support Services**
- e. Asset Management**

## **2. What NAVFAC does not buy.**

- a. Products of any kind, Information Technology (hardware/software), Staffing services.**

# Important Websites



**North American Industrial Classification System (NAICS)**

**<http://www.census.gov/eos/www/naics/>**

**System for Award Management (SAM)**

**<http://www.sam.gov>**

**Small Business Administration (SBA)**

**<http://www.sba.gov>**

**Dynamic Small Business Search (DSBS) Database**

**<http://dsbs.sba.gov>**

**Procurement Technical Assistance Centers (PTAC)**

**<http://www.dla.mil/db/procurem.htm>**

**<http://www.ptac-sandiego.org> (San Diego PTAC)**

# Register on Solicitation Websites



## Solicitation Websites

<http://www.neco.navy.mil>

(NECO)

<http://www.fbo.gov>

(Fed Biz Ops)

## Register for individual solicitations

- Prime Contractor
- Subcontractor
- Vendor
- Interested Party

## Monitor solicitation websites manually!

- spend at least one hour per week mining sites.

# Forecasting Tools



**Sources Sought Announcements**

**Requests for Interest**

**Industry Forums**

**Publicized Forecast Announcements for MILCON and other special programs.**

**Special Notices publicized on solicitation websites.**

# How to Respond to Solicitation



- 1. READ ENTIRE SOLICITATION including the fine print!**
- 2. Read all contract clauses included by reference.**
  - a. <http://www.arnet.gov/far>**
  - b. <http://farsite.hill.af.mil/vfdfara.htm>**
- 3. Read evaluation criteria carefully. Make sure you understand submittal requirements and limitations.**
- 4. Address all components of multi-part questions or requirements.**
- 5. Proof read entire proposal.**
- 6. Get your proposal in ON TIME and in proper format.**

# What not to do in your proposal.



- 1. Do not assume review board will read between the lines to understand your proposal.  
Proposals are evaluated at FACE VALUE.**
- 2. Do not get creative with format and organization of proposal. Follow instructions in the solicitation to the letter.**
- 3. Don't neglect any portion of the proposal requirements even if you believe they do not pertain to you. Answer everything!**
- 4. Don't be late! Get your proposal in on time and by the means permitted in the solicitation (FedEx, FAX, email, snail mail, courier, etc.)**

# Common Misperceptions



- 1. Once a solicitation hits FBO, it's too late, the Gov't already knows who the contract will go to. FALSE. The government reviews every proposal and awards the contract IAW solicitation provisions/requirements.**
- 2. The government has a secret list of favorite contractors. FALSE. The government does not favor one contractor over another. It does issue procurement set-asides IAW governing laws and regulations and available market research data.**
- 3. If I don't already have government experience, I don't have a chance of getting a contract. FALSE. Every proposal is evaluated against solicitation requirements. The more closely related your experience is to the solicitation requirement, the more likely your proposal will be rated highly.**



# Joint Ventures



- 1. If Joint Ventures (JVs) are permitted on a solicitation, make sure your JV conforms to all applicable Code of Federal Regulation (CFR) requirements.**
- 2. JV is new legal contract entity. Need separate CAGE, DUNS, Tax ID, etc.**
- 3. Rules of affiliation may apply.**
- 4. JVs that do not conform to CFR requirements may be eliminated from consideration for award.**
- 5. Don't confuse Mentor-Protégé program with JV.**

# *Questions???*